



**DEPARTMENT OF THE NAVY**  
BUREAU OF NAVAL PERSONNEL  
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Changes to the Naval Military Personnel Manual included in **Change 35** are **effective the date written at the top of each article and below the article number on this change summary.**

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Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Changes in articles titled and briefed below are incorporated in this CD-ROM.

Table of Contents - Revised to reflect all current changes.

<b>Article No. and Date <u>Approved</u></b>	<b><u>Article Title</u></b>
<b>1070-080 CH-35 15 May 2011</b>	<b>ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF) -</b>  Updated terminology for indexing documents in EMPRS and provided instruction for filing officer documents in an enlisted record for members with dual status. <ul style="list-style-type: none"><li>• Title changed from "Enlisted Permanent Personnel Record" to the above.</li><li>• Updated references.</li><li>• Article has been revised throughout and should be reviewed in its entirety.</li><li>• Exhibits 1-3 were removed and incorporated pertinent information into the body of article.</li></ul> (COG: NAVPERSCOM (PERS-313))

Article No. and Date <u>Approved</u>	<u>Article Title</u>
1236-030 CH-35 4 Jun 2011	<p><b>SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL</b></p> <ul style="list-style-type: none"> <li>• <b>Para 2 (table)</b>, changed to allow E-6 or above and enlisted processing division supervisor (EPDS) designated in writing by the CO, Navy Recruiting District to administer NAPT (vice E-7) and grading.</li> <li>• <b>Para 4c</b>, inserted "For Navy Recruiting Districts, for all regulations regarding traveling with the NAPT, refer to reference (c)."</li> <li>• <b>Para 6b</b>, inserted NAPT test material held in NRDs shall be returned to OPNAV (N133D).</li> <li>• <b>Para 8a,b,c</b>, adjusted storage requirements.</li> <li>• <b>Para 9d</b>, added destruction procedures for Navy Advanced Programs Test (NAPT) scratch paper used during testing.</li> </ul> <p>(COG: OPNAV (N13))</p>
1300-081 CH-35 3 Jun 2011	<p><b>INTERSERVICE TRANSFER OF AN OFFICER OUT OF THE NAVY -</b></p> <ul style="list-style-type: none"> <li>• Updated responsible office PERS code from 834 to 8331.</li> <li>• Updated responsible office's phone number.</li> <li>• Revisions made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: NAVPERSCOM (PERS-8331))</p>
1306-903 CH-35 15 May 2011	<p><b>PHYSICAL SECURITY/LAW ENFORCEMENT SPECIALIST -</b></p> <p><b>Cancelled.</b> All active duty 9545 billets were converted to MA billets. Article is no longer required.</p> <p>(COG: NAVPERSCOM (PERS-4010E))</p>

Article No. and Date <u>Approved</u>	<u>Article Title</u>
1306-944 CH-35 12 Jun 2011	<p><b>NAVAL SPECIAL WARFARE MOBILE COMMUNICATION DETACHMENTS (MCD)</b> - Total re-write due to the extensive training pipeline for tactical communicators of approximately 9 months duration, 3 year tour is inadequate to recoup the training investment in these highly trained personnel. Additional requirements were inserted to ensure eligibility to carry weapons and adequately perform during naval special warfare deployments.</p> <ul style="list-style-type: none"> <li>• Updated responsible office from PERS-402C to PERS-4013B4J.</li> <li>• <b>Para 1e</b>, tour length changed from 36 months to minimum 48 months.</li> <li>• <b>Para 2a-b</b>, added additional requirements and qualifications.</li> <li>• Revisions made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: NAVPERSCOM (PERS-4013))</p>
1306-959 CH-35 15 May 2011	<p><b>AFLOAT TRAINING GROUPS (ATSS)</b> - Additional rigor added in the ATG assignment and selection process to support the promulgation of enhanced basic phase training process and requirements that require high caliber Sailors to execute.</p> <ul style="list-style-type: none"> <li>• Changed responsible office phone number to the NAVPERSCOM Customer Service Center's number.</li> <li>• Article heavily revised to reflect requested policy update.</li> <li>• Revisions made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: NAVPERSCOM (PERS-40BB))</p>

Article No. and Date <u>Approved</u>	<u>Article Title</u>
1440-020 CH-35 6 May 2011	<p><b>CONVERSION TO THE NAVY COUNSELOR (NC) RATING (LESS CAREER RECRUITER FORCE (CRF)) -</b></p> <ul style="list-style-type: none"> <li>• Updated phone numbers and references.</li> <li>• Updated policy, procedures and service requirements.</li> <li>• Revisions made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: NAVPERSCOM (PERS-811/812))</p>
1770 CH-35 15 May 2011	<p><b>CASUALTIES AND SURVIVOR'S BENEFITS -</b></p> <ul style="list-style-type: none"> <li>• <b>Cancelled.</b> Article contains an outdated table of contents and is no longer required.</li> </ul> <p>(COG: OPNAV (N135C))</p>
1770-200 CH-35 12 Jun 2011	<p><b>DISPOSITION OF MAIL AND PERSONAL EFFECTS -</b></p> <ul style="list-style-type: none"> <li>• Title changed from "Disposition of Mail and Personal Effects of Casualties" to the title above.</li> <li>• Updated responsible office code from PERS-621 to N135C.</li> <li>• Updated references.</li> <li>• <b>Para 3c</b>, inserted OPNAV (N135C) address for forwarding mail that is addressed to Sailors who are missing, captured, or interned.</li> </ul> <p>(COG: OPNAV (N135C))</p>

Article No. and Date <u>Approved</u>	<u>Article Title</u>
1830-040 CH-35 19 Jun 2011	<p><b>TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY -</b></p> <ul style="list-style-type: none"> <li>• Updated PERS codes and phone numbers.</li> <li>• <b>Par 3b</b>, changed eligibility requirements.</li> <li>• <b>Para 4a(6)</b>, changed eligibility requirements.</li> <li>• <b>Para 6(b)</b>, inserted "Under no circumstances should a member be referred to the PEB with an approved Fleet Reserve Date without prior approval from COMNAVPERSCOM (PERS-8M/835)."</li> <li>• <b>Para 5e</b>, inserted new para.</li> <li>• <b>Para 6e</b>, inserted new para.</li> <li>• <b>Para a(1)-(3)</b>, inserted new para.</li> <li>• <b>Para 10d</b>, inserted new para.</li> <li>• Inserted example of Fleet Reserve Transfer Authorization.</li> <li>• Revisions are made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: NAVPERSCOM (PERS-8354))</p>
1910-050 CH-35 15 May 2011	<p><b>ENLISTED INVOLUNTARY SEPARATION PAY (NON-DISABILITY) RESERVE REQUIREMENTS AND OBLIGATIONS -</b></p> <ul style="list-style-type: none"> <li>• <b>New Article.</b> The current policy for enlisted and officer involuntary separation pay is combined in MILPERSMAN 1920-050. It is unclear and does not identify responsible commands for processing involuntary separation leading to inaccurate and untimely separation payments and or Sailors not entering into a Ready Reserve commitment per law and policy.</li> <li>• Revisions made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: OPNAV (N13))</p>

Article No. and Date <u>Approved</u>	<u>Article Title</u>
1910-101 CH-35 18 Apr 2011	<p><b>EARLY CAREER TRANSITION PROGRAM -</b></p> <ul style="list-style-type: none"> <li>• <b>New Article.</b> This article introduces the Early Career Transition Program (ECTP) which provides opportunities for Active Component (AC) and Full Time Support (FTS) enlisted Sailors, to transition into the Selected Reserve (SELRES) more than 90 days prior to their EAOS (as extended).</li> </ul> <p>(COG: BUPERS (BUPERS-328))</p>
1910-120 CH-35 25 Apr 2011	<p><b>SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - PHYSICAL OR MENTAL CONDITIONS -</b></p> <ul style="list-style-type: none"> <li>• Changed responsible office from PERS-832 to PERS-835 due to reorganization.</li> <li>• <b>Para 3g,</b> added subparagraph to update in order to confirm CNO memo attached and section 534 of the NDAA for FY-11.</li> <li>• <b>Page 7,</b> removed NAVPERS 107/613 example.</li> <li>• <b>Para 6,</b> removed SPD code explanations.</li> </ul> <p>(COG: NAVPERSCOM PERS-835/913))</p>

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1910-156 CH-35 14 Jun 2011	<p><b>SEPARATION BY REASON OF UNSATISFACTORY PERFORMANCE</b></p> <ul style="list-style-type: none"> <li>• Updated PERS-913 phone number.</li> <li>• <b>Para 2c</b>, changed last sentence from "Counseling must be completed between the 2 evaluations" to counseling must be completed".</li> <li>• <b>Para 2d</b>, removed.</li> <li>• <b>Para 2e</b>, removed.</li> <li>• <b>Para 2f</b>, added.</li> <li>• <b>Note 1</b>, removed "NAVPERS 1070/613 (REV. 07-06), and must have been violated", inserted "per MILPERSMAN 1910-202. The member must have been afforded the opportunity to overcome those deficiencies."</li> <li>• <b>Para 5</b>, adjusted the wording to mirror current instructions.</li> </ul> <p>(COG: NAVPERSCOM (PERS-832/913))</p>
1910-202 CH-35 12 Jun 2011	<p><b>COUNSELING AND REHABILITATION -</b></p> <ul style="list-style-type: none"> <li>• <b>Para 1c</b>, identified many forms of counseling that commands may utilize to meet the criteria for administrative separation processing of Service members.</li> </ul> <p>(COG: NAVPERSCOM (PERS-832))</p>

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1910-204 CH-35 12 Jun 2011	<p>FORMAT OF NAVPERS 1070/613 ADMINISTRATIVE REMARKS, FOR COUNSELING/WARNING -</p> <ul style="list-style-type: none"> <li>• <b>Para 1</b>, reworded.</li> <li>• <b>Para 2</b>, inserted to stress the format provided in the NAVPERS 1070/613 example in only an example.</li> <li>• <b>Note 1</b>, reworded.</li> <li>• <b>Note 2</b>, added to ensure inclusion of the NAVPERS 1070/613 into the member's permanent service record.</li> <li>• <b>Note 3</b>, provided guidance to complete counseling that is valid for the remainder of Service member's career.</li> </ul> <p>(COG: NAVPERSCOM (PERS-832))</p>



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1920-050 CH-35 15 May 2011	<b>OFFICER INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - RESERVE REQUIREMENTS AND OBLIGATIONS-</b> <ul style="list-style-type: none"> <li>• The title of this article was changed from "INVOLUNTARY SEPARTION PAY (NON-DISABILITY) - RESERVE REQUIREMENTS AND OBLIGATIONS" to the above title.</li> <li>• PERS-811H was removed from the responsible office block of this article.</li> <li>• OPNAV (N13) phone number was updated.</li> <li>• This article has been re-written in its entirety. The current policy as written is unclear and does not identify responsible commands for processing involuntary separation leading to inaccurate and untimely separation payments and or Sailors not entering into a Ready Reserve commitment per law and policy.</li> <li>• The enlisted portion was separated from this article and left only the officer portion which was re-written to show the actual process and identify the responsible commands.</li> <li>• The enlisted portion was transferred to MILPERSMAN 1910-050, a new article created to for the enlisted process.</li> <li>• Revisions made throughout, article should be reviewed in its entirety.</li> </ul> <p>(COG: OPNAV (N13))</p>

Article No. and Date <u>Approved</u>	<u>Article Title</u>
5215-010 CH-35 31 Mar 2011	<p>PROCEDURES FOR SUBMISSION OF CHANGES TO NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN) - NAVPERS 5602/7 was revised and now contains digital signature capability which eliminated the need for paper copies, pen and ink changes, or submission by facsimile. SharePoint is being utilized and is 508 compliant so that HTML versions of articles are no longer being used on the NPC website. This eliminated downloading documents from the NPC Web site.</p> <ul style="list-style-type: none"> <li>• <b>Para 4(table)2a</b>, removed "Annotate pen-and-ink proposed changes on a copy of the article".</li> <li>• <b>Para 4(table)2b(2)</b>, removed HTML procedures.</li> <li>• <b>Para 4(table)4</b>, removed "Facsimile (FAX) com: (901)874-2773/DSN 882</li> <li>• <b>Para 4b(1)(a)</b>, inserted "Request Word document of the article by sending a request to <a href="mailto:MILPERSMAN_MGR@navy.mil">MILPERSMAN_MGR@navy.mil</a>."</li> </ul> <p>(COG: NAVPERSCOM (PERS-532))</p>